**CONSTITUTION OF**

**EMERALD EMPIRE VOLLEYBALL OFFICIALS**

**ARTICLE I**

**NAME AND OBJECTIVE**

Name: This organization shall be known as Emerald Empire Volleyball Officials (“EEVO”), a not-for-profit organization.

Objectives and Purposes: The objectives and purposes shall be:

To provide schools and other organizations with competent and qualified volleyball officials as approved by EEVO and certified by Oregon School Activities Association (OSAA);

To maintain State standards of volleyball officiating;

To improve EEVO volleyball officiating;

To promote uniformity in mechanics of officiating by providing training, study, discussion and interpretation of rules;

To recruit and assist in the development of professional volleyball officials;

To enhance a better understanding of the importance of fair play and sportsmanship among participants;

To foster close cooperation and understanding with athletic personnel of colleges, high schools, other organizations, OSAA, the press, and other volleyball officials;

To promote good fellowship among all officials.

**ARTICLE II**

**MEMBERSHIP**

General: Membership criteria shall meet all federal, state and local anti-discrimination laws. Members must also meet OSAA criteria.

Membership: Membership shall consist of probationary, regular, transfer and inactive members, as approved by the Executive Board.

Regular Members: Regular Members are members who have complied with EEVO’s Constitution; policies; paid dues and fees; attended regular meetings; and abided by the ethical standards of EEVO for a period of one season. Regular Members are entitled to vote at any election on any matter submitted to the membership and are eligible to represent EEVO at State tournaments.

Probationary Members: Probationary Members are persons applying or reapplying for a regular membership. Such persons shall remain probationary members until they have met the requirements of regular membership. The Executive Board must approve probationary members for regular membership.

Transferring Members: Transferring officials joining EEVO must present a letter of recommendation from a previous Commissioner to EEVO before matches can be assigned. Transferred officials are considered as being in a probationary status.

Inactive Members: An Inactive Member is a Regular Member who wishes to take a leave of absence for one year. Regular membership status is retained during that time. An Inactive Member must pay EEVO dues and has voting privileges. If inactive status is not requested, the Regular Member, upon reapplication to EEVO the following year, will be a probationary member.

Member in Good Standing: A Regular or Probationary Member shall be considered in good standing when s/he remains active in EEVO, complies with the Constitution and policies, pay appropriate dues and fees, passes the National Federation High School volleyball rules test, attends all mandatory meetings and clinics, and abides by the ethical standards of EEVO. Only Regular Members in good standing shall be entitled to vote at any election or on any matter submitted to the vote of the membership and run for an Executive Board position.

**ARTICLE III**

**EXECUTIVE BOARD**

General: The governing body of EEVO shall be referred to as the Executive Board and consist of the following voting members: President, Vice-President, Secretary, Treasurer, and at least three Board Members or enough to arrive at an uneven number of voting members. Ex-officio members shall be the Commissioner and Trainer, who are non-voting members at all Executive Board meetings.

Qualifications: Regular Members in good standing shall be eligible to hold any Executive Board position at the time of election or appointment.

Duties: The Executive Board shall approve all business of EEVO.

The Executive Board shall negotiate EEVO’s Service Agreement with the administrators from the schools they service.

It shall be the responsibility of the Executive Board and school administrator group to notify the other when matters of mutual concern are to be discussed.

The Executive Board shall approve financial obligations relative to EEVO activities incurred by any officer or by any committee.

The Executive Board shall be responsible for establishing the process whereby officials shall be designed for post-season playoff events.

The Executive Board will conduct an annual evaluation of the Commissioner.

Term: The three board member positions will hold alternating three-year terms. The term of a Board position shall begin after the crossover meeting in the year in which s/he was elected and end with the crossover meeting occurring three years after the season concludes, at which time the current Board relinquishes its duties to the new Board. Any member of the Executive Board may be removed at any time for just cause.

Quorum: A minimum of five voting members of the Executive Board shall constitute a quorum.

**Vacancies:**

Temporary Vacancy: When a temporary vacancy occurs in any position the President shall appoint a Regular Member to fill the position.

Permanent Vacancy:

Resignation: Any Executive Board member may resign at any time. They must give written notice to the President or Secretary of EEVO. Such resignation shall take effect at the time specified therein and, unless otherwise specified therein, acknowledgement of such resignation shall not be necessary to make it effective. Any Executive Board member who resigns is not eligible to serve on the Executive Board the following year. Special circumstances may be submitted in writing to the Executive Board.

Appointment: When a permanent vacancy occurs in any position, the Executive Board shall make a temporary appointment of any Regular Member to fill the vacant position until confirmation or election at the next association meeting.

President: The President shall serve a one-year term; preside at all meetings of EEVO; and act as Chairperson of all meetings of the Executive Board. S/he shall be responsible for the direction of the Organization and see that all business is discharged in accordance with the constitution and the operating policies. The President shall establish any committees and appoint members as deemed necessary. In addition, the President shall call Executive Board meetings, write agendas for all Board and association meetings, be a member of the EEVO Service Agreement Committee and conduct the election of the Executive Board. An elected President cannot succeed him/herself on leaving the office of President, unless there is no elected Vice-President pending Board approval.

Vice-President: The Vice-President shall serve a one-year term and automatically becomes President of the Executive Board for one year following his/her term of office as Vice-President. The Vice-President shall perform all duties of the office of the President in his/her absence. This officer shall oversee all committees appointed by the President and chair the Constitution Committee.

Secretary: The Secretary shall serve a one-year term and is responsible for keeping minutes of all meetings of EEVO and the Executive Board. All Executive Board meeting minutes must be submitted to all Executive Board members within one week following said meeting. S/he shall be responsible for and maintain records of EEVO, record attendance at meetings, submit requested forms and documents to OSAA, and perform other duties customarily assigned. The Secretary may succeed him/herself.

Treasurer: The Treasurer shall serve a two-year term and is responsible for EEVO financial activities (including, but not limited to: the collection of dues, fees and payments due EEVO and the OSAA; depositing all EEVO funds and paying all expenses approved by the Executive Board; and school bills (dual matches, tournaments and playoffs); keeping records of officials’ deductions; writing checks for officials’ payment; maintaining accurate checkbook balance; preparing Federal 1099 forms and other IRS paperwork; making a financial report, on request, at any EEVO Executive Board meeting; and submitting a written financial statement at the end of the fiscal year). An audit of the books may take place at the end of the fiscal year, or before the books are transferred to the newly elected Treasurer, and any other time the Executive Board deems it necessary. The Treasurer may succeed him/herself.

Board Members: Board Members shall serve a three-year term and are responsible for contacting area coaches for the pre-season rules clinics; conducting scorekeepers’ clinics; updating the athletic directors/coaches directory and school maps; and performing other duties as assigned. Each Board Member may succeed him/herself.

**ARTICLE IV**

**THE COMMISSIONER(S)**

General: The Commissioner(s) will be contracted by EEVO per OSAA’s requirements. The Commissioner(s) will report directly to the Executive Board. Membership in the Organization is recommended, by not required.

Qualification: The Commissioner should possess administrative, organizational and communication skills; an officiating background; and a basic knowledge of the game of volleyball.

**Selection Process:**

Applications: Candidates must submit a letter of application with resume to the President of the Executive Board. Persons interested in applying for a Co- Commissioner position must apply together and will run against any single applicant or other co-applicants. Each co-applicant must submit a letter of application with his/her resume. The Executive Board will review the resumes and select the top candidates for an interview. If co-applicants are selected as top candidates, both individuals will be interviewed, together or independently, as deemed appropriate.

Interview: An interview panel comprised of selected Regular Members and/or the Executive Board will conduct the interviews.

Selection: The Executive Board, based on recommendations from the interview panel, will make the final selection of the Commissioner(s).

Term: The commissioner(s) shall serve a three-year term and may succeed him/herself. The Executive Board may remove the Commissioner at any time for just cause.

Duties: The Commissioner shall perform assigned duties including, but not limited to: acting as the liaison between schools and officials; securing schedules and representing EEVO in all school matters; assisting with recruiting the necessary number of officials to service the schools; attending the OSAA Commissioner’s meetings and school Athletic Directors’ meetings upon request; evaluating all members; assigning officials for middle school matches, if applicable, and high school dual matches, jamborees, tournament, and playoffs; handling last minute changes and cancellations; overseeing the selection of EEVO representatives to State tournaments; preparing and sending the school service agreement; maintaining records; handling all complaints from the officials and the schools; abide by the time-line as stated in the Commissioner’s Job Description; is a standing member of the EEVO Service Agreement Committee and Policy Committee; and performing duties assigned by OSAA in hosting State tournaments.

**ARTICLE V**

**THE TRAINER**

General: The Trainer shall be a regular member contracted by EEVO.

Qualifications: The Trainer must possess current rule knowledge and experience in volleyball officiating techniques and mechanics.

**Selection Process**:

Application: Candidates must submit a letter of application with resume to the President of the Executive Board. Persons interested in applying for a Co-Trainer must apply together and will run against any single applicant or other co-applicants. Each co-applicant must submit a letter of application with his/her resume. The Executive Board will review the resumes and select the top candidates for an interview. If co-applicants are selected as top candidates, both individuals will be interviewed, together or independently as deemed appropriate.

Interview: An interview panel comprised of selected Regular Members and/or the Executive Board will conduct the interviews.

Selection: The Executive Board, with recommendations from the interview panel, will make the final selection of the Trainer(s).

Term: The Trainer shall serve a one-year term and may succeed him/herself. The Executive Board may remove the Trainer at any time for just cause.

Duties: The Trainer shall perform assigned duties including, but not limited to: assisting in recruiting members; attending the OSAA Commissioner’s meeting; conducting training sessions; serving as the rules interpreter; acting as the liaison between OSAA and EEVO regarding rule interpretations; arranging sites and evaluators for pre-season officiating practice sessions; conducting rule quizzes at EEVO meetings; assisting the Commissioner in evaluations of officials at jamborees; administering the OSAA test; and conducting the score’s line/judges clinic for the State tournament, when applicable.

**ARTICLE VI**

**DUES AND FEES**

EEVO Annual Dues: The Executive Board shall determine the amount of the annual dues (based on projected operational expenses) to be paid by all members. During the course of the year, the Executive Board may request additional dues from the membership, if deemed necessary.

OSAA Fees: The cost of the OSAA packet to be paid by each Probationary, Transfer and Regular Member is determined by the OSAA. This includes Oregon Athletic Officials’ Association (OAOA) membership fee and/or any additional fees as determined by OSAA.

Commissioner(s)’ Fee: The Commissioner’s fee will be generated by the OSAA determined scheduling fee in addition to a percentage of each Probationary/Regular Members’ assigned match and tournament earnings.

Trainer(s)’ Fee: The Trainer’s fee will be generated from a percentage of each Probationary/Regular member’s assigned match earnings.

Treasurer’s Fee: The check-writing fee, generated by OSAA and assessed to each school serviced by EEVO, will generate the Treasurer’s fee in addition to a percentage based on each Probationary/Regular member’s assigned match earnings.

**ARTICLE VII**

**NOMINATIONS AND ELECTIONS**

General: Election of the Executive Board shall be held at the last regular EEVO meeting of the year, or at such other time as designated by the Executive Board.

Nominating and Election Committee: The President shall appoint a Nominating and Election Committee of at least two members who will accept nominations and assist the President in conducting the elections.

Order of Electing Executive Board: The Executive Board shall be elected in the following order: Vice-President (automatically becomes President the next year), Secretary, Treasurer, Board Members.

Balloting: Voting for the Executive Board, shall be by a written ballot. Nominations will be opened one association meeting prior to the elections and will close prior to association vote. The Nominating and Elections Committee shall prepare ballots.

**ARTICLE VIII**

**DISCIPLINE AND EXPULSION**

Discipline: The Executive Board shall review, investigate and issue an appropriate disposition of any written complaint against a member. The member shall be notified in writing and shall be given an opportunity to appear before the Executive Board. The member shall be notified in writing of the final decision. Disciplinary action may not be restricted to the year of occurrence.

Expulsion: Any member expelled from EEVO shall not be reinstated to membership during the year in which the individual is expelled. To be reconsidered for membership, the individual must re-apply to the Executive Board in writing. The Executive Board will make the final decision and notify the individual in writing.

Emergency Disciplinary Board: If the Commissioner or an EEVO Executive Board Member receives reliable information that a member has been involved or accused of being involved in activities that may be illegal or otherwise disqualifying their membership, **and there is a need for a timely resolution,** then a disciplinary board can be created to investigate and provide a temporary resolution of the matter. The Disciplinary Board shall consist of the Commissioner and 2 other EEVO executive board members~~.~~ If the Commissioner believes that action needs to be taken that day, the commissioner may suspend a member prior to convening a disciplinary board meeting.

The member involved will be informed of the issue and be given the chance to provide any necessary information in writing, or in person. The disciplinary board can collect information and proscribe penalties up to a suspension of assignments until a final decision can be made at the next EEVO executive board meeting.

The final resolution by the Disciplinary Board can range from taking no action to expulsion~~.~~, and/or suspension for a definite period, or until matters can be resolved.

**ARTICLE IX**

**ATTENDANCE AT MEETINGS**

Regular Membership: Probationary and Regular Members are expected to attend all EEVO meetings and training sessions.

Executive Board: The Executive Board shall meet as often as necessary as directed by the President. Executive Board members are expected to attend all meetings.

**ARTICLE X**

**AMENDMENTS AND RULES OF ORDER**

Amendments: This Constitution may be amended by a simple majority vote of voting members at any duly called regular or special meeting of the membership. A simple majority consists of one more than half of the voting members at any duly called regular or special meeting of the membership.

Rules of Order: The Rules contained in Roberts Rules of Order shall govern this association in the transaction of all business to the extent they are applicable and are not inconsistent with the provision of the Constitution of EEVO.

**ARTICLE XI**

**CONSTITUTIONAL RATIFICATION**

This original constitution took effect August 1989 upon ratification. (Last Revised August 2021)